Cal-SOAP Timesheet: FILL OUT COMPLETELY AND PRINT CLEARLY IN <u>INK</u> (no pencil.)

EMPLOYEE INFORMATION

Last Name/First Name_____/_____

Employee's Email _____

Work Site _____

Cal-SOAP Supervisor Name:_____

What college do you attend? _____

Pay Rate: _____

BIWEEKLY PAY PERIOD

From: Month ____ Day _____Yr____

To: Month ____ Day _____Yr____

Example: 9/22/2019-10/05/2019

Total # of Hours This Period____

Correct Examples

MON: 09/23		
IN	OUT	HRS
7:30	12:30	5.0
1:00	2:30	1.5

TUES: 09/24		
IN	OUT	HRS
8:00	12:15	4.25

Incorrect Examples

MON: 09/23		
IN	OUT	HRS
7:30	2:30	7.0
Over 6 straight hours		

TUES: 09/24		
IN	OUT	HRS
8:00	12:11	4.18
WRONG!		

- Round off and report <u>in/out times</u> by <u>quarter-hours</u> only (:00 or :15 or :30 or :45)
- Report **hours** in decimal form (15 min. = .25) (30 min. = .50) (45min.= .75)
- Get the Site Contact's printed name and signature from the school site
- <u>Sign</u> your timesheet at bottom left and turn it in <u>on time</u>
- Fill out in pen, NOT pencil
- The longest shift you can work without a break is 6.0 hours. If working longer than 6 hours, you must factor in a lunch break of at least 0.5 hours.
- Fill in the **dates** for all 14 days in the biweekly (*Example: SUN: Sept. 22 OR 09/22*)
- DO NOT USE WHITE OUT ON YOUR TIMESHEET!!!!

SUN:			MON:			TUES:			WED:			THURS:			FRI:			SAT:			
IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	Weekly Total
:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	
:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	.

SUN:			MON:			TUES:			WED:			THURS:			FRI:			SAT:			
IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	Weekly Total
:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	
:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	.

I certify that I have worked all of the hours indicated on this timesheet.

I certify that I have reviewed this timesheet and the work hours reported were performed in a satisfactory manner.

Employee's Signature

Verified at school site by: Print Name   Signature

Supervisor Name (e.g. Linda Doughty)   Signature